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20 August 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending  
20 August 1976

1. Alumni Day: The "Alumni Office," which is responsible for notification and processing of retirees who will attend Alumni Day in the fall, is now staffed and in operation. It is located in Room 416, Ames Building (x2572). Home addresses are now being checked and updated. It is anticipated that the addressing of envelopes will start shortly and the notifications mailed to the retirees by the end of the month.

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3. Summer Interns: The Science and Technology Directorate has levied preliminary requirements on us for approximately eleven Summer Interns for the Summer of 1977. This is the first year that DDS&T has participated in the Summer Intern Program.

4. New Standards: The first revised draft of the Mail and File Position Standard has been completed and benchmark positions prepared. The Standard will be tested within Position Management and Compensation Division over the next several weeks and when we are completely satisfied will be discussed with selected Directorate officers.

5. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

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6. Navy Reserve: The Department of the Navy has placed tougher demands on their reservists effective 10 October 1976. This impacts on our Naval Reserve Unit, which must meet the following requirements: (1) four-hour reserve meetings instead of two-hour meetings; (2) 48 reserve meetings per fiscal year instead of 36; and (3) ninety percent active participation is mandatory.

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7. Handicapped Program: At the invitation of Mr. Fred [redacted] Office of Data Processing, our Handicapped Coordinator attended a briefing by Mr. [redacted] ODP Executive Officer, for the five deaf employees of that component. ODP hired for the afternoon a sign language interpreter with knowledge of computer technology to translate the briefing. During a break, our Coordinator had a conversation with Mr. [redacted] concerning the Handicapped Program and provided him with additional information about deaf persons. ODP is considering hiring the interpreter on a WAE contract for future briefings, meetings, etc., which will be attended by their deaf employees.

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8. Supervisory Survey: We met with representatives of Psychological Services Staff/OMS to review draft questions for the forthcoming middle-manager morale survey.

9. New EAA Course: Arrangements have been completed for conducting a new EAA course beginning next Wednesday, 25 August, at 6 p.m. in the South Cafeteria Concourse. The course is TSEE WAY KUEN, which presents unique techniques of self-defense. To date, 15 employees have signed up for the eight-week course which costs \$20. The course is being initiated at the suggestion of two Agency employees who also recommended the instructor.

10. Summer-Only Employees: The Summer-Only employees have started their exodus. Last Friday afternoon, 31 Summer-Only's were briefed and exit processed in the auditorium. A similar procedure will be used for the next three Fridays, with 50 scheduled for 20 August, 46 for 27 August, and 14 for 3 September.

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11. Aid for Travelers: Two Civil Aeronautics Board pamphlets, "Consumer Guide to International Air Travel" and "Air Travelers' Fly-Rights," will now be made available to our PCS and TDY foreign travelers as they process through Central Processing Branch. An initial supply of the pamphlets was picked up at the Civil Aeronautics Board on 18 August. These pamphlets are provided at no cost to the Agency (copies attached).

Coming Events:

1. Arrangements have been made to participate in the Minority Career Day at Virginia State University on 5 October. NPIC officials are also planning to send representatives along with our recruiter.

2. We will arrange for reproduction of the FY 1977 APP formats.

[Redacted]  
F. W. M. Janney

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Atts

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OD/Pers: [Redacted]:jmm (19 Aug 76)

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